

# HRA Dialogue

---

May 7, 2014

Goals for the Dialogues

- How to make processes better and more efficient if possible
- Learn from each other
- Develop consistent processes for the college based upon best practices
- Improve accuracy and timeliness for internal audit

Basic Ground Rules

- One person speaking at a time
- Identify yourself before you talk so others know who is speaking
- Add to the conversation – no side bar conversations

Jeanne and Garee are working on FAQs, which will be posted soon. Please send your questions to Garee and they can be incorporated into the FAQs and these dialogues.

New web site was quickly reviewed - <http://cfaes.osu.edu/faculty-staff-resources/human-resources> . Please use this as your “first go to” then talk with your SC rep. Also, please use this for all of your required forms. Do not download and keep copies on your computer as the web site will always have the most up-to-date version of the forms.

Quick and dirty guide for Ad Hoc approvals for staff and students are located on the web site. Print on 8' x 14" paper if you print out. For faculty, whatever required college approval before, please Ad Hoc Linda Riemenschneider now. i.e., faculty, lecturers, visiting scholars, off duty pay, etc.

Discussed submissions received less than five business days prior to deadline. i.e., GA appointment HRAs are needed 5 days prior to the Graduate School hire deadline. SC needs approved HRA five days prior to deadline to ensure items are keyed in HRIS in a timely manner. However, HIREs will be done based upon hire date. SC is working to not do post hiring.

Once a HIRE is keyed, the SC rep will notify the initiator and the final approver that the HIRE has been completed. This will be reviewed to see how this works a few weeks from now.

Hires, background checks and start date – individual will not be hired into system before the background check cleared date. Offer letters will need modified to show actual start date.

REMINDER: SSN cannot be included in any document attached to the HRA.

Terminations if monthly deadline has passed – who will work with payroll? SC will work with Elayne and Payroll to determine best practice.

Question was asked why June effective date HRAs were still in “hold” in the SC. – SC reps work their work lists based upon effective dates. Hires are first priority. HRA entered “early” will be held until closer to their effective date if the SC rep has a full work load.

# HRA Dialogue

---

May 7, 2014

Departments were asked to keep an eye on their students to make sure they are completing their timesheets in a timely manner. This is especially important when they are ending their appointment. Departments will not submit a Terminate HRA until the student has completed timekeeping.

Elayne, Linda and Garee will discuss student hours in position data.